G.R.S. III-2]

Previous references. (1924-5 Geol) **File No. 4-24**

Serial Nos. 1-2

Later references. ✓ preserve

(1A)

GENERAL AND REVENUE SECRETARIAT

Serial Nos. 2

Part B for Dept 24

SUBJECT

Forms required for use in the Department Mines and Explosives.

Sc 1626-7 of 5-9-24

To Chief Inspector of Mines Superintendent & Govt Pres

Approval of the list of

G. R. S. III—11 1926

GENERAL AND REVENUE SECRETARIAT.

NOTES.

File No. 4

FILE HEADING.

Forms required for use in the Department of Mines & Explosives

From The Chief Inspector of Mines

No. 2023/ Dated 30/6/24 Received

Diary No. 22-24	Enclos. 36	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

Submits a list of forms & Registers with samples & requests approval of Govt

NOTES AND ORDERS.

S

Forms now relating to this Dept have to be standardised, & also the Chief Inspector of Mines was requested in para 5 of G.O. No. G. 12235-92/E.D. 7-23-3 of 29.2.24

NOTES—First Sheet.

WD 1851—GPB—50,000—10-24

Serial No.

samples of each.

2 The Chief Inspector has revised the forms according to the instructions conveyed therein. All the forms sent are prescribed under proper authority as detailed below: —

Forms	Authority
Nos. 1–7	Notification No. Genl. 642 & 31.8.12
" 8–17 & 19–21	Mining Rules
" 18	G.O. No. 37-8/Stl. 11-19-22 & 13.7.1920
" 22–23	Explosive Rules
" 24–26	G.O. No. Gel. 258-67/5 & 7-11-1902
27–36.	Office Manual.

3 The size description &c. of each of items are shown in Cols. 6 & 7 of the list enclosed. In addition to these, separate forms prescribed under Indian Petroleum Rules are also to be printed and separate action to print these has been taken

4 The E. A. Section of the G. In Branch, will, if approved be consulted on the point

5

SM 2(

28/7/24

Rev Secy

Mining Circular

G. R. S. III-2]

WD 2310—GPB—10,000—31-5-24

General and Revenue Secretariat. | Geol. File No. 4 of 1924-25

Serial No. 8

Rec'd. at 4.15 p.m. on 15/8/24

E.M. Section

SM 13/8

9 The object of the standardization scheme in question is to avoid the necessity of annual indents & to effect economy in the long run. Keeping this in view, the normal requirement of the Department are approximately indicated in the remarks columns of the list, on the basis of the information furnished in col. 7 thereof.

Draft of a Cy.-O. on the usual lines is also suggested.

S.M. 18-8-24

D.O.C. Br. thro' Asstg., G.M. SM 19/8

Rec'd 19.8.

GEN. & R. V. SECRETARIAT
19 AUG 1924
INDUSTRIES & COMMERCE BRANCH.

Draft prepared by the E. A. Section is submitted for approval.

Instructions have been separately issued to the Asstt. Supdt. of Mines to send samples of forms required under the Petroleum Rules to the Supdt. Govt. Printing for getting them printed.

Para 9 of the draft Cy.

11 M. (File in the 2nd Number.

NOTE—Contn. sheet.

WD 2310—GPE—10,000—31-5-24

General and Revenue Secretariat | File No. 4 of 1924

Serial No.

Time fee may be remitted
20 - 19.8.24
In appl
SM 20/8
Rec'd
Rec'd
SM 20/8
502
21.8
Appl
26/8
Issue
26/8 SM 26/8

2 To

The Chief Inspector of Mines
in Bihar & Orissa, Govt. Secretariat
No. C 4-26-7 G. 579
Removal of the limit. Sanct by the Chief
Inspector of Mines in Bihar, Shifted,
modification.

GEN. & REV. SECRETARIAT
25 OCT 1924
INDUSTRIES & COMMERCE
BRANCH.

NOTE—Contn. sheet

D. M. E 7.] 60149

DEPARTMENT OF MINES AND EXPLOSIVES.

Telegraphic address ;— "MINESPECTOR."

OFFICE OF THE CHIEF INSPECTOR OF MINES IN MYSORE.

No. 2023
Encl. 36

Dated Oorgaum, 30th June 1924.
(S. India.)

FROM

R. BOCQUET, ESQUIRE, J. P.,
CHIEF INSPECTOR OF MINES IN MYSORE.

GEN. & POL. SECTT. D 22 2-JUL 1924 INDUSTRIES & COMMERCE BRANCH.

2-JUL 1924 Bangalore

Geol 4-24-1

TO

K. Matthan, Esq., B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

Adverting to para 5 of Government Order No. G.12235-92/E.A. 7-23-3, dated 29th February 1924, I have the honour to submit, herewith, for the information of Government, a list of Forms and Registers of this Department in use together with sample forms. The list comprises all the forms that are being printed at the Government Press and supplied by the Superintendent, annually, to this office.

I have the honour to be,

Sir

Your most obedient servant,

R. Bocquet.

CHIEF INSPECTOR OF MINES IN MYSORE.

R. S.

LIST SHOWING THE VARIOUS FORMS IN USE IN THE DEPARTMEN OF MINES & EXPLOSIVES.

S.No.	Name & description of Form 2	Authority under which prescribed 3	Period 4	Offices for which prescribed 5	Size a description 6	Approx: No. required in a year 7	Reference to sample form 8	REMARKS.
1	Report of Accident	Notfn.(Geol.) No.387,dated 13-8-12 and amended by Notfn.No.642 dated 31-8-12	Daily use	Mining Companies	Foolscap	1,000	D.M.E. 1	as to the Quarterly ~~Return~~ required at longer intervals than one year 5,000. every 5 yrs.
2	Accident Enquiry Report	do.	do.	Chief Inspector of Mines in Mysore	do. ½ sheet	500	2	2500 —do—
3	Continuation sheet to the above	do.	do.	do.	do.	500	3	2500 —do—
4	Schedule of Accident Enquiry Report	do.	do.	do.	do.	500	4	2500 —do—
5	Deposition Forms	do.	do.	do.	do.	500	5	2500 —do—
6	Accident Register	do.	do.	do.	Demy thick	..	6	
7	Charge Sheet in connection with Accidents in Mines	do.	do.	do.	Foolsc ½ sh et	50	7	250 —do—
8	Chit books for certificates of Engine Drivers 1 & II class	Mysore Mining Rules 15 & 16	do.	Mining Companies	..	..	8	Size etc. will be specified in the annual indent when required
9	Engine Drivers' certificates 1st class (Book)	do.	do.	Chief Inspector of Mines in Mysore	..	..	9	do.
10	Do. 2nd class	do.					10	do.

11	Chit Books for certificates of mestris and blasters	do.	do.	Mining Companies	..	..	11	do.
12	Mestris' certificate books	do.	do.	Chief Inspector of Mines in Mysore	..	..	12	do.
13	Blasters' do.	do.	do.	do.	..	zz	13	do.
14	Statement showing the output, value, etc., of gold produced and labour employed	Mysore Mining Rule 181	Annual	Mining Companies	Foolscap sheet	200	14	1000 every five years
15	Statement of output value of minerals, etc.	do.	do.	do.	o.	200	15	1000—0.—
16	Statement showing the materials treated and gold obtained, etc.	do.	Monthly	do.	o.	150	16	750 —0—
17	Schedule of work done & labour employed	do.	Annual	do.	Foolscap books	..	17	As per sample
18	Statement showing the quantity and approximate value of bar gold obtained in the Mines submitted to Govt. every month (Royalty statement).	G.O.No.37-38 Stl.11-19-22 dated 13-7-1920	Monthly	Chief Inspector of Mines in Mysore	Foolscap	50	18	250 every five years
19	Record of Fatal & Serious Accidents at Mines working in the State of Mysore	Mysore Mining Rules	Annual	do.	Demy thin	100	19	500—0—
20	Register of Materials treated & Gold obtained	do.	Daily use	do.	Bound book	1	20	
21	Register of gold sales account		do.	do.	do.	1	21	
22	Register of Explosives Accidents (other than mining)	Mysore Explosives Rules	do.	do.	Foolscap	1	22	

23	Schedule of Explosives Accidents	Mysore Explosives Rules	Daily use	Chief Inspector of Mines in Mysore	Foolscap ½ sheet	100	23	500 each fortnight
24	Statement of Licenses granted by Dist.Magistrates under M.E.Regulation & Rules	G.O.No.Geol. 258-267/S. dated 7-11-02	Monthly	District Magistrates	do.	1,000	24	5,000 —do.
25	Statement showing the No. of inspections of explosives premises	do.	Annual	do.	do.	200	25	10,000 —do.
26	Statement showing the No. and names of persons prosecuted in connection with explosives under any Law or Regulation, etc.	do.	do.	do.	do.	200	26	1,000 —do.
27	Cash receipt books (triplicate)	Office manual	Daily use	Chief Inspector of Mines in Mysore	as per sample	1	27	5 books each —do.
27A	Do. (duplicate)	do.	do.	do.	do.	1	27A	
28	Statement of mortality in Mines (for Health Officer)	..	Weekly	do.	Foolscap ½ sheet	100	28	500 —do.
29	Office Note Forms	Office manual	Daily use	Chief Inspector of Mines in Mysore	do.	500	29	2,500 —do.
30	Continuation Sheet to office notes	do.	do.	do.	do.	500	30	2,500 —do.
31	D.O.Note paper	..	do.	do.	..	500	31	these come under articles of stationery & may be omitted in
32	Do. covers	..	..	do	..	500	32	
33	Docket Form for despatching certificates of astris and blasters		Daily use	do	as per sample	100	33	

34	Letter of intimation to duplicate ticket ~~holders~~ (certificate) ..	do.	do.	do.	100	34	500, every fin. year 500, — D. — 1,000 — D. —
35	Facing sheets to contents of record files ..	do.	do.	do.	200	35	
36	Letter forms ..	do.	do.	Foolscap sheet	1,500 big 2,000 small	36	may be ordered to be got annually as otherwise the printed letter heads may become superseded & consequently the Clerks granting printed receipts receipts.

K. Bocquet.

CHIEF INSPECTOR OF MINES IN MYSORE.

Oorgaum, Kolar Gold Field,

30th June 1924.

M.S.

K.D. 18/8/24.

G.R.S. VI G 31]

SUBJECT S.O

Diary No. of letter replied to.....

Section Geol
File No. 4-24
Serial No. 2

General and Revenue Secretariat

( )

, *the* *192*

Proceedings of the Government of His Highness the Maharaja of Mysore

Date of issue.... 5-19[illegible].

Signed by.... I C Narayana Rao Flay 15

Read—

G.O. 12235-90/E.A.7-23-3, dated the 9th Feb. 1924, reqesting certain Heads of Departments to submit, for orders of Government, lists of standardized forms and ~~the~~ Registers for use in their departments.

2. Letter No. 2023, dated the 30th June 1924 from the Chief Inspector of Mines, forwarding the list called for.

Order ~~Thereon~~ No. 1.C/1826-7

The list submitted by the Chief Inspector of Mines is approved with slight modifications, and the quantity that may be required periodically in most cases once in five years, is indicated in the remarks column of

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

of the list.

2. Now that the normal requirements of the Department have been approximately fixed, Government desire that the annual indents which involve much labour be dispensed with, except in the few cases indicated in the list. The Superintendent, Government Printing and Stationery Depot will print and supply, in the month of May every year, the quantities shown in the list.

3. The required number of copies of the list in question may be printed and supplied to the Chief Inspector of Mines, Half-a-dozen copies thereof being sent to the Efficiency Audit Section of the General and Revenue Secretariat.

4. Samples of the forms furnised by the Chief Inspector are also sent herewith to the Superintendent Stationery Depot The required number of copies may be struck off and four sets of the same maintained in files for purposes of reference in the undermentioned offices:

Govt. Press;
" Stationery Depot,
The Office of the Chief Inspector of Mines; and
the I. & C. Branch of R.S. the Genl & Rev Sec Sec'tt

List of enclosures.

Copied by

Examined by

5. The set maintained in the Government Press may be bound in the form of a loose leaf book, so that the sample required may be taken out easily for being

WD 1863—GPB—1,000,00—21-12-21

to

being passed on the working branch, and when printed copies are ready, a copy of the last printed set replaed as sample in the proper place. In order to keep the file of samples in the Press up-to-date, the ~~Controller is~~ Chief Inspr of Mines is requested to send to the Superintendent, Government ~~Press~~ Printing, a fresh sample every time any alteration is authorised in an existing form. When a new form is sanctioned, the ~~Comptroller~~ Chief Inspr ~~Lot~~ should, in addition to sending a sample, furnish the particulars required, in order to bring it on the standard list. The Press should, on printing copies of the same, send a copy to every one of the other three offices where sample files are maintained.

dy 26/8

6. Separate orders will issue, as regards general forms required in all departments. Pending issue of such orders, they will be supplied on indents as hitherto.

Separate orders will also be issued regarding the printing of the forms prescribed under the Mysore Petroleum Rules

Revenue Secretary to Govt.

To

~~The Comptroller of Accts.~~
The Chief Inspector of Mines,
The Superintendent, Stationery Depot.

Copy to C. A Section

(11

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

Standardisation of Forms Registers in the of Department of Mines & Explosives.

G. O. No. I. C. 1626-7/Ecd. 4-24-2 DATED 5-9-24 September 1924

May this be

i. printed? Yes

ii. treated as a standing order? Yes

iii. ~~published in the Gazette English Part?~~

iv. ~~translated?~~

v. ~~placed at the disposal of the press?~~ SNR 11/9

vi. ~~published in the Gazette Kannada Part?~~

Forms & Rejisters

Issue instructions regarding the Printing and supply of for use in the Department of Mines & ~~Geo~~ Explosives

A1236

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No I.C. 1626-7—Geol. 4-24-2, dated 5th September 1924.

Forms and Registers.

Issues instructions regarding the printing and supply of —— for use in the Department of Mines and Explosives.

READ—

Government Order No. 12235-90—E. A. 7-23-3, dated the 9th February 1924, requesting certain Heads of Departments to submit, for orders of Government, lists of standardized forms and registers for use in their departments.

2. Letter No. 2023, dated the 30th June 1924, from the Chief Inspector of Mines, forwarding the list called for.

ORDER No. I. C. 1626-7—GEOL. 4-24-2, DATED 5TH SEPTEMBER 1924.

The list submitted by the Chief Inspector of Mines is approved with slight modifications, and the quantity that may be required periodically in most cases once in five years, is indicated in the remarks column of the list.

2. Now that the normal requirements of the Department have been approximately fixed, Government desire that the annual indents which involve much labour be dispensed with, except in the few cases indicated in the list. The Superintendent, Government Printing and Stationery Depot will print and supply, in the month of May every year, the quantities shown in the list.

3. The required number of copies of the list in question may be printed and supplied to the Chief Inspector of Mines, half-a-dozen copies thereof being sent to the Efficiency Audit Section of the General and Revenue Secretariat.

4. Samples of the forms furnished by the Chief Inspector are also sent herewith to the Superintendent, Stationery Depot. The required number of copies may be struck off and four sets of the same maintained in files for purposes of reference in the undermentioned offices

Government Press. The Office of the Chief Inspector of Mines, and
Government Stationery Depot. The General and Revenue Secretariat.

5. The set maintained in the Government Press may be bound in the form of a loose leaf book, so that the sample required may be taken out easily for being passed on to the working branch, and when printed copies are ready, a copy of the last printed set replaced as sample in the proper place. In order to keep the file of samples in the Press up-to-date, the Chief Inspector of Mines is requested to send to the Superintendent, Government Printing, a fresh sample every time any alteration is authorised in an existing form. When a new form is sanctioned, the Chief Inspector of Mines should, in addition to sending a sample, furnish the particulars required, in order to bring it on the standard list. The Press should, on printing copies of the same, send a copy to every one of the other three offices where sample files are maintained.

Separate orders will issue, as regards general forms required in all departments. Pending issue of such orders, they will be supplied on indents as hitherto.

K. V. ANANTARAMAN,
Secretary to Government.
Revenue Department.

To—The Chief Inspector of Mines in Mysore.
The Superintendent, Stationery Depot, Bangalore.

EXD.—P. S.

List showing the various forms in use in the Department of Mines and Explosives.

Serial No.	Name and description of Form	Authority under which prescribed	Period	Offices for which prescribed	Size and description	Approximate No. required in a year	Reference to sample form	Remarks as to the quantity required at longer intervals than one year
1	2	3	4	5	6	7	8	9
1	Report of Accident ...	Notification (Geol) No. 387, dated 13th August 1912 and amended by Notification No. 642, dated 31st August 1912.	Daily use	Mining Companies	Foolscap	1,000	1	5000 every 5 years.
2	Accident Enquiry Report	Do ..	Do	Chief Inspector of Mines in Mysore	Do sheet	500	2	2,500 do
3	Continuation sheet to the above	Do ...	Do	Do .	Foolscap	500	3	2,500 do
4	Schedule of Accident Enquiry Report.	Do ...	Do	Do ..	Do	500	4	2,500 do
5	Deposition Forms ...	Do ...	Do	Do ..	Do	500	5	2,500 do
6	Accident Register ...	Do ..	Do	Do ..	Demy thick	...	6	.....
7	Charge sheet in connection with Accidents in Mines.	Do ...	Do	Do ...	Foolscap sheet	50	7	250 do
8	Chit books for certificates of engine Driver I & II class.	Mysore Mining Rules 15 and 16.	Do	Mining Companies	...	...	8	Size, etc., will be specified in the annual indent when required.
9	Engine Drivers' certificates 1st class Book)	Do	Do	Chief Inspector of Mines in Mysore	...	...	9	Do
10	Engine Drivers' certificates 2nd class (Book)'	Do ..	Do	Do ..	...	...	10	Do
11	Chit books for certificates of mestries and blasters.	Do ...	Do	Mining Companies	...	...	11	Do
12	Mestries certificate Books.	Do ...	Do	Chief Inspector of Mines in Mysore	...	...	12	Do
13	Blasters' do	Do ...	Do	Do. ...	...	...	13	Do
14	Statement showing the output and value, etc., of gold produced and labour employed.	Mysore Mining Rule 181	Annual	Mining Companies	Foolscap ½ sheet	200	14	1,000 every 5 years.

15	Statement of output and value of minerals, etc.	Mysore Mining Rule 181	Annual	Mining Companies	Foolscap ½ sheet.	200	15	1000 in every 5 years.
16	Statement showing the materials treated and gold obtained, etc.	Do ...	Monthly	Do ...	Do	150	16	750 do
17	Schedule of work done and labour employed.	Do ...	Annual	Do ..	Foolscap books.	..	17	As per sample
18	Statement showing the q y and approximate value of bar gold obtained in the Mines submitted to Government every month (Royalty statement.)	G. O. No. 37-38—Sl. 11-19-22, dated 13th July 1920.	Monthly	Chief Inspector of Mines in Mysore	Foolscap	50	18	250 every 5 years.
19	Record of Fatal and Serious Accidents at Mines working in the State of Mysore.	Mysore Mining Rule	Annual ...	Do ...	Demy thin	100	19	500 every five years.
20	Register of Materials treated and Gold obtained.	Do ..	Daily use	Do ...	Bound Book	1	20	
21	Register of gold sales account ...	.....	Do	Do ...	Do	1	21	5 books each every five years.
22	Register of Explosives Accidents (other than Mining).	Mysore Explsives Rules.	Do	Do ..	Foolscap	1	22	
23	Schedule of Explosives Accidents	Do ...	Do	Do ...	Do ½ sheet	100	23	500 every five years.
24	Statement of Licenses granted by District Magistrates under M. E. Regulation and Rules	G. O. No. Geo.l 258-267—S, dated 7th November 1902.	Monthly	District Magistrate	Do	1,000	24	5,000 do
25	Statement showing the number of inspections of explosives premises.	Do ...	Annual ...	Do ...	Do	200	25	1,000 do
26	Statement showing the number and names of persons prosecuted in connection with explosives under any Law or Regulation, etc.	Do ...	Do	Do ...	Do	200	26	1,000 do
27	Cash receipt books (triplicate) ...	Office Manual ..	Daily use	Chief Inspector of Mines.	As per sample	1	27	5 books each every five years.
27 A	Do (duplicate) ..	Do ..	Do	Do ...	Do	1	27 A	
28	Statement of mortality in Mines (for Health Officer).	.....	Weekly	Do ..	Foolscap ½ sheet.	100	28	500 do
29	Office Note Forms ..	Do ..	Daily use	Do ...	Do	500	29	2,500 do
30	Continuation sheet to Office Notes	Do ...	Do	Do ..	Do	500	30	2,500 do
31	Docket form for despatching certificates of mestris and blasters.	....	Do	Do ..	As per sample	100	33	500 do

List showing the various forms in use in the Department of Mines and Explosives.

Serial No.	Name and description of Form	Authority under which prescribed	Period	Offices for which prescribed	Size and description	Approximate No. required in a year	Reference to sample form	Remarks as to the quantity required at longer intervals than one year
1	2	3	4	5	6	7	8	9
32	Letter of intimation to duplicate ticket certificate holders.	.....	Daily use	Chief Inspector of Mines.	As per sample	100	34	500 every 5 years
33	Facing sheets to contents of record files.	.....	Do	Do	Do	200	35	1,000 do
34	Letter Forms	.....	Do	Do	Foolscap	1,500 big 2,000 small	36	May be continued to be got annually as otherwise the printed letter heads may become superseded and consequently the large quantity printed rendered useless.